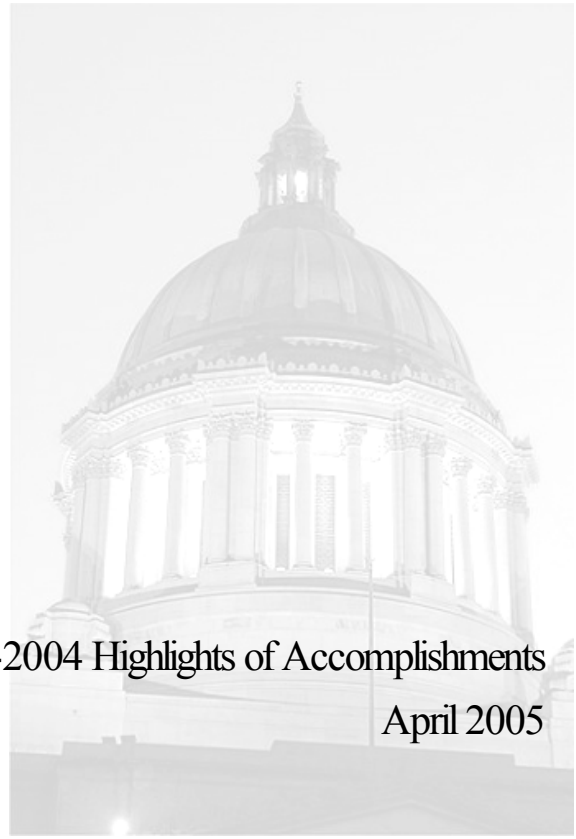
ELIMINATING WASTE, SAVING MONEY, BUILDING MARKETS

Pioneering Sustainable Business Practices in Washington State Government



2000-2004 Highlights of Accomplishments

April 2005

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INTRODUCTION

Washington state agencies have reason to be proud – they have done a tremendous job in helping to pioneer new approaches to eliminating waste and reducing toxic emissions, energy and water used in conducting the state's business. These practices not only reduced our environmental footprint, they transl00ated into dollar savings. Since 2001, agencies have saved $2.3 million annually in *avoided* utility costs, cut down copy paper use by 7% in just one year, added hundreds of hybrid gas/electric vehicles to their fleets and introduced biodiesel into delivery trucks and services – and that's just to start. This document presents selected highlights from agency achievements as reported by agencies for fiscal year 2004, unless otherwise noted.

Since 2001, agencies:

- ✓ Saved enough energy to avoid $2.3 million dollars in utility costs each year
- ✓ Cut copy paper use by 7% in one year – saving more than $116,000.
- ✓ Added hundreds of hybrid gas/electric vehicles to their fleet
- ✓ Introduced biodiesel into delivery trucks and services

Background

Agencies have a good record of rising to the challenges of resource conservation when asked to do so; a series of waste reduction efforts in the early nineties and several directives targeted at water and energy conservation have all met with excellent results over the last several years. But in September of 2002, agencies were handed a new kind of challenge – taking a comprehensive, integrated and long-term approach to dealing with resource use. Executive Order 02-03 required agencies to prepare "sustainability plans", with the intent of modifying business practices to move towards goals such as eliminating waste, shifting to clean energy, reducing energy and water use and purchasing non-toxic products.

In addition to saving resources and dollars, agency teams were challenged to think about the lifecycle impacts of products they purchase, and to look for opportunities that would expand and develop markets for new kinds of materials and services such as biodiesel, fuel efficient vehicles, energy conserving appliances and remanufactured products. In this way, state government not only reduces its direct environmental impact, but also helps to promote new solutions.

As agencies start identifying more environmentally friendly products, they begin to flex their collective purchasing power. For example, many agencies began using 100% recycled content, chlorine-free paper for some or all of their copy paper. Recycled content paper saves energy, water and trees by using pulp from recycled paper that has already been processed once. The 100% recycled paper stocked at Central Stores is manufactured at a small mill in Grays Harbor Washington, a community looking to build its industrial base. The purchases of Washington state agencies and other local and state jurisdictions help secure market share for this company and product.

Please note that this document presents only a portion of the good work underway by state agencies and readers should refer to the *Sustainable Washington* website for complete access to agency plans and progress reports at http://www.ofm.wa.gov/sustainability.

HIGH PERFORMANCE GREEN BUILDINGS

The facilities we build and lease represent one of our most significant impacts in terms of environmental, social and economic impact. Sustainable design and construction, or "green building", is a holistic approach that minimizes environmental effects, reduces maintenance costs and creates a more desirable and productive workspace for the occupants.

Green buildings focus on siting issues, energy and water efficiency, using building materials with recycled content, minimizing local and global environmental effects caused by buildings and indoor environmental quality. The state has adopted the LEED standard, which stands for "Leadership in Energy and Environmental Design" as its benchmark for developing high-performance, sustainable buildings. LEED is a voluntary, consensus-based national standard managed by the U.S. Green Building Council.

Washington has a growing number of LEED-certified green buildings – over 17 LEED certification projects are in the approval process, with one certified LEED Silver rating already achieved for the UW Tacoma campus project. Four lease projects are registered for LEED certification, and in March 2005, the Department of Ecology headquarters building became the first state building to receiving a LEED EB rating, a rating applied to existing buildings, which addresses the environmental and energy performance of building operations.

The state spends over $1 billion a biennium on the construction and renovation of buildings and associated infrastructure and approximately $280 million on utilities (electric, water, sewer, gas).

A LEED Silver building is expected to achieve a 30% annual savings in energy and water/sewer costs over its life. Additional benefits are expected in worker productivity and reduced impact on infrastructure.

High performance green buildings have been shown to reduce employee absenteeism by 15% and increase employee productivity by 7%.

Case Studies

School for the Blind

The Washington School for the Blind's Ogden Resource Center (ORC) is a state-of-the-art facility designed for the production, acquisition and distribution of Braille and large print materials to foster independence for blind students and support to blind adults throughout Washington State. The ORC is an 11,000 square-foot green building designed for the most practical and efficient energy use. It makes use of partial sub-grade siting, passive and active solar, eco-roof design and maximizing day-lighting to produce a facility that provides comfort, low operation costs and is friendly to the environment.

The ORC is the largest installation of a photovoltaic solar collection system based upon square footage in the Pacific Northwest and is capable of producing 13.3 kilowatt of electricity that when not being used by the ORC, can be sold back to the Bonneville (BPA) Green Energy Foundation.

Department of Veterans Affairs

The Washington State Department of Veterans Affairs recently completed construction on a skilled nursing facility in Port Orchard. This project has incorporated many features designed to enhance the livability of the building, as well as reduce energy and utility costs. The U.S. Green Building Council (USBGC) is expected to certify the project as a LEED-certified project.

A diverse group of architects, engineers, interior designers and landscape designers worked with the contractor and the state to create a structure that took full advantage of the areas' natural systems for maximum energy efficiency. For example, rather than using conventional air conditioning, the design team decided to place the building in a way that would allow the site's natural waterfront location to help keep its occupants cool. High ceilings along with high and low windows controlled with a "coordinated sash" create a natural convection current of warm air rising that flows out from the high windows, while cool air enters through the lower windows.

Ecology's Efficient Headquarters Building

The Department of Ecology headquarters facility is the first Washington state government building to be awarded the Leadership in Energy and Environmental Design – Existing Building Silver Level certification from the U. S. Green Building Council. Ecology participated in the USGBC's pilot program for existing buildings, which differs from the new construction program in that it focuses on building operations, maintenance and ongoing improvements to building performance.

The Silver rating recognizes many existing features in Ecology's building – for example the use of highly efficient lighting, day-lighting features, minimal turf and natural meadow landscaping. But in order to receive this rating, Ecology needed to also demonstrate that monitoring and reporting systems were in place to assure that the building would continue to operate efficiently and effectively day in and day out. Those systems were established and facility managers regularly evaluate building operations and make corrections as necessary.

The LEED-EB program is beneficial in many ways. First, by requiring ongoing monitoring of performance, the building will be operated in an energy efficient and environmentally sound manner. Energy and resource use efficiencies save the state and taxpayers money. The indoor environment is improved, allowing for a healthier workspace for employees and increased productivity levels.

GREENING THE FLEET

In the last four years, over 400 gas-electric hybrid vehicles have been purchased by state and local government agencies using a contract set up by the Department of General Administration. These vehicles can get up to 60 mpg in city driving and can reduce emissions by over 90% versus standard gas vehicles. Washington is one of the top three states for contract purchases of the Toyota Prius gas-electric hybrid. In fact, last year Washington became one of the first state fleets to offer the Ford Escape on contract, the first gas/electric hybrid sport utility vehicle. To date, 25 Ford Escapes have been purchased by state and local governments.

Vehicles with higher fuel economy save natural resources and reduce greenhouse gases, compared to vehicles with lower fuel economy. Every gallon of gasoline burned puts twenty pounds of carbon dioxide into the atmosphere. Compared to the Ford Taurus, one of the most common vehicles purchased by state agencies, driving a Toyota Prius eliminates over five tons of greenhouse gas emissions per year, assuming 15,000 miles driven in a year.

Last year, state agencies alone purchased 93 gas-electric hybrid vehicles. Assuming that these vehicles are driven an average of 15,000 miles per year, we can expect to save approximately 35,000 gallons of gasoline per year and $70,000 in gasoline costs. The state also avoids nearly a million pounds of greenhouse gases.

State agencies have also begun tracking vehicles miles traveled on state business, and larger fleets have been directed to adopt professional fleet management services, including dedicated staff and the use of a fleet management information system. These programs are expected to substantially increase the efficiency of fleet management and the performance of the vehicles.

Comparing Greenhouse Gas Emissions

Lifecycle analyses of biodiesel production, distribution and use show that biodiesel produces significantly less greenhouse gases and reduces nearly all forms of air pollution compared to petroleum diesel.

Compared to the Ford Taurus, one of the most common vehicles purchased by state agencies, driving a Toyota Prius saves over 5 tons of greenhouse gas emissions per year, assuming 15,000 miles driven in a year.

Case Studies

Hybrids

The Stafford Creek Correctional Center was the first facility in Department of Corrections (DOC) to use gas-electric hybrid vehicles for security perimeter patrols. These patrols run at low speeds, 24 hours per day, every day of the week. These routine patrols turned out to be an ideal situation to take advantage of the efficiencies offered by a hybrid vehicle. After making the switch, the Stafford Creek Center saved 1,400 gallons of fuel annually and experienced a significant drop in vehicle repair costs. Several other correctional centers have since followed suit and adopted hybrids for perimeter patrols.

The Attorney General's Office has 25 hybrids in their fleet. The agency discovered that most of the staff driving was done on city roads and highways and is well suited to the efficiency advantages of the hybrid.

Biodiesel

The Department of Licensing began using a blend of 20% biodiesel mixed with petroleum diesel in one of their delivery trucks in late 2003, and later increased the biodiesel to 40%. Over 10,000 miles have been logged on the vehicle since biodiesel use began and the truck has had good performance and no maintenance issues. Licensing staff estimates that the biodiesel has reduced air emissions 18–36%.

The Stafford Creek Correctional Center has also pioneered the use of biodiesel for off-road and highway vehicles for DOC. Since late 2004, the facility has been using a 20% biodiesel mix for all off-road and highway vehicle use, approximately 4,500 gallons per year.

REDUCING ENERGY USE AND EXPANDING USE OF RENEWABLE ENERGY

In the years between 2001 and 2004, state agencies, community and technical colleges and four-year colleges initiated over 100 significant energy efficiency projects. Projects ranged from adding insulation to walls and ceilings and replacing older equipment with new energy efficient models to more significant projects to install lighting controls in large complexes.

Collectively, these projects have saved 32 million kilowatt hours (kWh) and one million therms of natural gas annually, translating to $2.3 million in annual utility cost avoidance.

Case Studies

Energy Savings

The Department of Corrections has been collecting energy usage data since 2001. Since the original baseline year of 2000, the Department has reduced its overall facility energy usage by 15.7 million kilowatt-hours per year, for an annual savings of nearly $1,000,000 statewide. During this same period, the number of offenders housed in DOC prisons has risen about 14%. The net reduction in average energy usage per offender from calendar year 2000 to calendar year 2003 is 9.8%.

Electricity savings of 50 million kWh in 2001 reduced government energy costs by $3 million.

Building Renewable Energy Capacity In Our Region

When wind power or other renewable energy is substituted for traditional power, it results in a shift away from our dependence on burning fossil fuel to produce electricity. Using clean renewable energy is friendly to the environment and reduces emissions of carbon dioxide and other greenhouse gases. The PSE Green Power Plan is a voluntary program that enables subscribers to help support the development of renewable resources in the Pacific Northwest. The energy comes from local renewable sources, such as VanderHaak Dairy Digester in Lynden, Stateline Wind Farm near Walla Walla, the Hanford/White Bluffs Solar Project in Hanford and several small wind-power projects in Washington and Oregon.

By participating in Puget Sound Energy's (PSE) Green Power Program, the newly renovated Legislative Building will help generate 200,000 kilowatt hours of renewable energy a month for the Northwest grid. The Washington Utilities and Transportation Commission, Lottery Department and Pollution Liability Insurance Agency are also purchasing an additional 11,000 kWh of green power. Combined, they will help provide enough renewable energy to serve more than 200 homes per month.

Renewable Energy Installations on State Facilities

Solar panels installed on the roof of the newly renovated Legislative Building are expected to produce enough power to offset the power required to light the dome. There is no battery storage, nor are the panels tied directly to a dome power circuit. Electrical power generated from the panels will be fed directly into Puget Sound Energy's grid. Power required for night lighting of the dome will derive from the Legislative Building PSE power circuit.

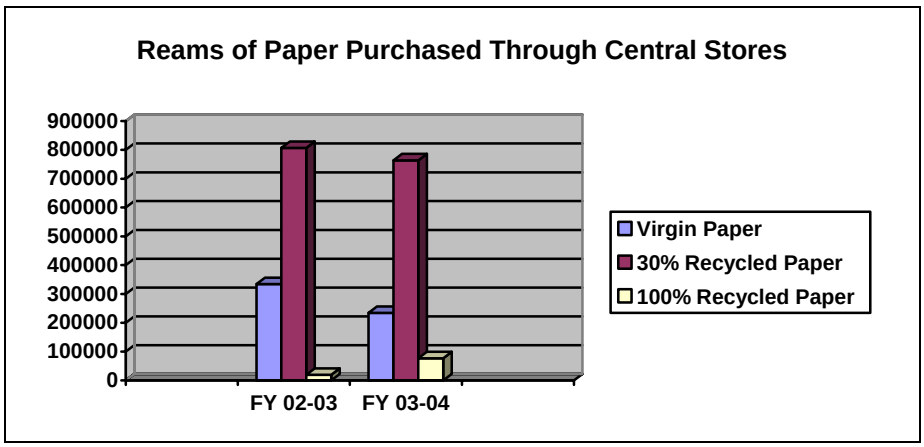
Ten state parks have also photovoltaic solar collectors in use and three parks are working on permits and studies for wind-powered turbines to be installed in 2005. One of these is planned for Grayland Beach State Park, where the 10,000 watt wind turbine will generate more than enough power needed for the park's restroom and send the remainder back to the grid, resulting in income back to the park.

CLOSING THE LOOP: INCREASING THE USE OF RECYCLED CONTENT PAPER

In the last fiscal year, state agencies made tremendous progress in decreasing their use of copy paper, and in increasing the amount of recycled fiber in the paper that they purchased.

Increasing Recycled Content

Between 2003 and 2004, state agencies increased their purchase of 100% recycled paper to nearly 76,000 reams, over four times the amount purchased in the previous year. The use of virgin paper, which contains 0% recycled content and is much more resource and energy intensive to produce, declined by nearly 100,000 reams.



Washington's Department of General Administration has been offering Grays Harbor 100% post consumer process chlorine-free paper for over a year-and-a-half with excellent results. At least five state agencies are using this paper as their primary copy paper and about 30 other agencies are using it for some percentage of their copy paper use. It is being used successfully on a wide variety of equipment, including high speed copiers, desktop printers and multifunction devices. During the last fiscal year, over 7% of the copy paper purchased through Central Stores was 100% post-consumer waste, process chlorine-free paper.

Using recycled paper has multiple environmental benefits:

- ✓ It helps preserve forests, because it reduces demand for wood;
- ✓ It uses less energy and water, conserves resources and generates less pollution during manufacturing, because the fibers have already been processed once;
- ✓ It reduces solid waste, because it diverts usable paper from the waste stream.

Reducing Copy Paper Purchases

At the same time, agencies reduced their overall purchases of copy paper through Central Stores by 7.3%, translating to a savings of $116,453. Studies have shown that the purchase price of paper represents only a portion of its overall cost to the user, when costs for toner and printers, postage and envelopes, recycling and stocking and handling fees are included. Conservative estimates put the purchase price at only 10% of the overall cost to the user. Using this figure, the one-year reduction of copy paper use would translate to over $1 million dollars saved annually. Many agencies are using these savings to pay for the additional purchase costs of 100% recycled paper.

CASE STUDIES

Interagency Committee for Outdoor Recreation

Even with the addition of five new staff, two new boards, and two new grant programs, paper usage went from 4,000 reams down to 1,453 reams at the Interagency Committee for Outdoor Recreation. One significant change contributing to this reduction has been the switch from hard copy mailings to electronic notices for meeting agendas, newsletters and grant notices.

Office of Financial Management

In April of 2003, OFM set all agency printers that have the capability for duplex printing to default to two-sided printing. This was accomplished by the hard work of OFM's Information Services Network Services staff. This change allowed OFM to utilize default duplex printing for all of fiscal year 2004. In large part due to this change, OFM reduced its paper usage by 14%, amounting to 1,021 reams, or 510,500 sheets of paper. OFM saved an average of 260 sheets per employee annually.

Department of Personnel

Since the September 2003 sustainability plan was implemented, the Department of Personnel has dropped its use of paper in the print shop from 7.73 million sheets of paper to 6.26 million sheets in one year – this translates to a decrease of 2,880 reams. The majority of stock contained at least 30% post-consumer waste.

Department of Ecology

During 2003–2004, the Department of Ecology reduced copier paper purchases by 12.4%. This reduction can be attributed to increased awareness by staff of the impacts of paper use through a focused paper reduction campaign and the introduction of a managed print service with upgraded, well-maintained machines set to default duplex printing.

Ecology was the first agency to purchase 100% recycled content paper in July 2003. In calendar year 2004, this was the only copy paper purchased by the agency. They have not had any problems with the use of this paper in their office machines.

Ecology has a very vibrant recycling program, and almost all office paper is recycled. Office paper and mixed waste paper are placed in separate containers for free pickup by a contractor. In January of 2005, the agency conducted an annual "waste sort" – one day's garbage was collected and sorted and weighed. The amount of office paper that was in the garbage that should have been recycled amounted to 3.3 pounds, just 1.5% of that day's garbage.

By increasing the recycled content in the paper we purchase, agencies can reduce the emissions and resources used in paper production. Between FY 2003 and FY 2004, changes in the paper purchased through Department of General Administration resulted in the following reductions: *

- 3.4 million BTUs
- 1,050 pounds of particulates
- 431,000 pounds of greenhouse gases
- 713 tons of trees
- 75 tons of solid waste
- 1.33 million gallons of effluent
- 39.3 pounds of hazardous air emissions

* calculations based on formulas provided by the Environmental Protection Agency.

Department of Retirement Systems

The Department of Retirement Systems reports a 19% reduction in paper. Some of the techniques that they used to achieve this include increasing employee awareness of paper use and reduction, duplexing more documents, using electronic document imaging and changing two reports to print double-sided, with more information per page.

Public Disclosure Commission

At the Public Disclosure Commission, instruction manuals and forms, calendars, brochures and other information were sent to candidates on CDs rather than hard copy. In addition, all information necessary to register and report is available on the Commission's web site at www.pdc.wa.gov. Savings from providing CDs to candidates rather than paper copies totaled approximately $14,300.

Customers are directed to the agency web site for requested information. If the information is not available on the web site, information is either emailed to the customer or copied to a CD and mailed. Providing information via email and on the web site has saved the agency paper and mailing costs.

OTHER SIGNIFICANT PROGRESS AND ACHIEVEMENTS

Department of Veterans Affairs Green Cleaning Products

The Washington Department of Veterans Affairs piloted a green cleaning products program at the Washington Soldier's Home in Orting. The custodial department replaced 33 toxic chemicals with 9 green products, resulting in reduced costs of 30%. Cleaning rags were also replaced with micro-fiber rags which reduced the staff time used to clean floors by 20% and reduced the number of wash loads necessary to clean the mop heads; cutting laundry costs by one half.

Corrections' Composting and Food Waste Recycling

At many Corrections facilities, wet food waste comprises from 30-50% of the facility's solid waste stream, by weight. In 2001, staff and offenders at Olympic Corrections Center built a compost system to process wastewater treatment plant biosolids and food waste. Over three years of operation, an average of $107,122 was saved annually in avoided hauling and tipping fees.

Ecology Saves with Print Management System

The Department of Ecology instituted a print management system that is saving between $10,000 to $15,000 per month on black and white imaging. In the first quarter of 2004, the number of images made was down 12% over the same period in 2003. The agency's printing devices are owned and maintained by the contractor, and fees are charged on a cost-per-page basis. After the initial print assessment, the number and make of machines was greatly reduced. Multifunctional machines (those able to do copying, faxing, and scanning) were added to the fleet and older, poorly functioning ones removed. The machines are set to default to duplex printing.

The agency saves money because agency staff time in repair and maintenance is greatly reduced, and less paper wasted in machine malfunctions. Additionally, there are fewer hazardous emissions from the newer, well-maintained machines. The contract also includes environmental specifications, such as requiring certain emission levels and the ability to duplex and to process 100% recycled content paper.

Department of Printing Reduces VOCs

The Department of Printing will be the first pressroom in Washington to use a new, reformulated press wash solution with 35 percent lower volatile organic compounds (VOCs) by volume than previous solutions. The PRT pressroom worked with vendors to test the new product, and placed the first order for the new 66 Press Wash in September 2004.

DSHS Deconstruction Project Salvages and Reuses Wastes

Western State Hospital's North Hall demolition project diverted 98% of the debris from the landfill by using extensive salvage and recycling methods. Habitat for Humanity was able to salvage several hundred thousand dollars of reusable materials, including cabinets, lighting, doors and windows. Ninety percent of the building's weight was in concrete, brick, and clay roofing tiles, which are being crushed and resold for roadway bedding. The reuse of concrete has saved the contractor $10.50 per ton and paid for the cost of hauling. Disposal of concrete at a recycler normally costs $8.00 per ton but this contractor is selling the crushed concrete for $2.50 per ton. About 8% of the weight is in rebar that has been separated from the concrete and sold to a recycler. The other 2% by weight is mostly non-recyclable wood and built-up roofing debris.

Deconstruction, salvage and recycling benefits to the community include:

- Diverting reusable material from the landfill
- Creating a resource for affordable building materials
- Creating jobs
- Reducing extraction and harvest of virgin materials

General Administration (GA) Using Reclaimed Water for Park Facility

GA's division of Facilities Planning and Management reports that Marathon Park will be irrigated with reclaimed water from LOTT, the City of Olympia's sewage treatment facility. LOTT has also installed a reclaimed water line to the powerhouse for possible future campus irrigation use; options will be explored in the 07-09 biennium.

Parks and Recreation Using Native Plants

State Parks' use of native plants for landscaping has increased in 2004. Its Eastern Region's annual training program in November 2004 held a special class on this topic. Establishing native plants can take from 2 to 3 years. Once established, the plants' need for watering is reduced or eliminated. The Eastern Region is developing a partnership with Washington State University Cooperative Extension and Chelan County PUD to create a native grass demonstration site at Wenatchee Confluence State Park, with a goal of using a 2- to 3-acre site in 2005.

Agriculture Helps Sponsor Native Plant Awareness Week

The Department of Agriculture added an outreach activity to increase agency and public awareness of the idea of sustainability with "Native Plant Appreciation Week". The event took place May 24-30 and included over 75 activities for citizens throughout the state, ranging from lectures to plant walks. Nearly all activities were staffed by volunteers who wanted to get involved. Advertising was done successfully through a poster campaign and a website maintained by the Washington Native Plant Society.

ENGAGING EMPLOYEES

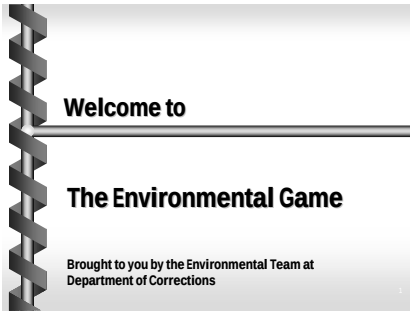
While the principles and concepts of sustainability are not necessarily new, the application of these concepts to everyday business practices in state government is. Among the goals of the 2002 Executive Order were those calling for raising employee awareness and institutionalizing sustainability as an agency value. In the past two years, agency sustainability coordinators have done an outstanding job of bringing the concepts of sustainability to their fellow employees.

Establishing Sustainability Teams and Policies

All agency coordinators agree that management support and direction is essential for their sustainability plans to be meaningful and to be fully implemented. Several agencies pursued the development of policies to ensure that development and implementation of the plans would be an ongoing agency priority. Agencies who have adopted some kind of formal policy or principles include the Departments of Community, Trade and Economic Development, Ecology, Social and Health Services and the Department of Printing. Several agencies have established active sustainability committees, which have ongoing responsibilities to ensure that implementation of sustainability plans occurs and that new opportunities are identified and included in plan updates.

Training Programs

Agencies have also experimented with various vehicles for delivering training programs – some providing access to in-depth training programs on broad topics such as systems thinking or leadership for sustainability, and others on focused topics such as toxics in products. The Department of Health piloted a web-based training program and DSHS used an on-line sustainable practices survey to both educate staff and understand baseline. Department of Retirement Systems developed and promoted a top ten list of the top sustainable business practices.



The Department of Corrections invested in training facility and project managers on understanding organizational change necessary to fully implement their sustainability plan. The agency also piloted a web-based game to educate employees on environmental issues.

Websites and Newsletters

Some agencies have set up websites where employees and the public can learn about sustainability and the agency's response, including Departments of Health, Ecology, Social and Health Services and Printing. Including articles in employee newsletters is another excellent way they reach their employees. The Lottery has included about 50 articles to date on different aspects of sustainability, and Employment Security and the Department of Health have also included articles on how employees can contribute to the agency's sustainability effort.

The Department of Printing customer newsletter, *Washington PrintWorks*, began offering a regular feature about sustainable printing issues in the March/April 2004 edition. Every issue of the newsletter now contains a "Focus on Sustainable Printing" article explaining a sustainable printing issue and giving customers advice on how to make their printing and mailing projects more environmentally responsible. In addition, *The Star*, the agency's internal newsletter, now includes a sustainability article in every issue to educate employees about sustainability issues and inform them about ongoing sustainability efforts at the Department of Printing.

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